

MONROE COUNTY

JOB DESCRIPTION

Position Title: TOLL COLLECTOR

Date: 12/10/98

Position Level: 3

FLSA Status: Nonexempt

Class Code: 3-3

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GENERAL DESCRIPTION

Primary function is to collect tolls from motorists, provide change if necessary and provide directions. Performs toll functions as quickly and efficiently as possible.

KEY RESPONSIBILITIES

1. Collect tolls and provide change when necessary.*
2. Provide directions and information to motorists.
3. Provide receipts to motorists when necessary.*
4. Complete forms and make deposits.
5. Operate Security Gate.*
6. Classify vehicles for records.*
7. Perform minor maintenance and clean toll booth.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: TOLL COLLECTOR	Class Code: 3-3	Position Level: 3
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____